

JOB DESCRIPTION

DEPARTMENT: PUTNAM COUNTY PROSECUTOR'S OFFICE

POSITION: DEPUTY PROSECUTOR (Full-Time)

REPORTS TO: PROSECUTOR AND CHIEF DEPUTY

PURPOSE OF POSITION:

Responsible for preparing cases and presenting evidence and testimony in Court.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Conducts legal research associated with prosecution of assigned cases, reviews related court decisions and legal precedents.
- Reviews complaints filed with Prosecutor's Office, interviews involved parties, otherwise gathers necessary information.
- Prepares case for prosecution, including legal paperwork and filings such as motions, petitions, etc.
- Represents county and state in Superior Court and Circuit Court. Prosecutes cases in criminal trials.
- Advises public about legal rights, responsibilities, and processes involved in seek court relief in situation encountered.
- Advises police officers of legal procedures and requirements relating to the performance of their duties.
- Adheres to personnel policies set forth by the County Commissioners where applicable.
- Performs related duties as assigned.

JOB KNOWLEDGE, EXPERIENCE AND SKILL REQUIRED:

- Must have unlimited license to practice law in Indiana.
- Ability to communicate precisely and effectively, both verbally and in writing.
- Knowledge of court procedures, provisions and precedent.
- Ability to make effective use of legal references and other research tools.
- Ability to separate relevant data from irrelevant data when gathering and presenting case evidence.
- Ability to prosecute a criminal jury trial.

INDEPENDENT ACTION AND JUDGMENT:

Work performed within prescribed and generally accepted guidelines. Professional judgment required in selecting most appropriate guidelines to fit case at hand. Incumbent also exercises discretion in interpreting precedent. Incumbent works somewhat independently on recurring assignments. Objectives and desired results outlined. Unusual problems discussed with prosecutor. Prosecutor consulted before departing from established or generally observed policy. To assist prosecutors, reference materials such as the Indiana Code, Prosecutor's manual, and other legal journals are available. Work generally reviewed only for soundness of judgment and conclusions, technical adequacy and conformance with practice and precedent.

WORKING RELATIONSHIPS:

Work involves contact with coworkers, court officials, law enforcement representatives, attorneys and the public. Purpose of these contacts is to exchange information, explain legal requirements, facilitate compliance, and render service to the end of prosecution of illegal activity.

PHYSICAL EFFORT/WORKING CONDITIONS:

Work generally performed in office setting. May be required on occasion to conduct office interviews outside of office.